PPI Software Release 6.0: Notes for COREDOC Changes

The COREDOC application version 6.0 patch contains some significant improvements by the addition of new series information, a corrected Import PC Core Document capability, and the correction of several problems reported since the last release.

The following is a summary of the modifications made to the COREDOC application for the version 6.0:

1) The new series added this release are; GS-1010 Exhibits Specialist, GS-205 Military Personnel Specialist, GS-204 Military Personnel Clerk/Technician, GS-1035 Public Affairs Specialist, WG-5352 Industrial Equipment Mechanic, WG-6912 Materials Examiner and Identifier, GS-2102 Transportation Clerk and Assistant, GS-1020 Illustrating, GS-809 Construction Control, and GS 1084 Visual Information.

2) Corrections were made to the Import PC Core Document function. Core Documents created with the MS-DOS/Windows version of the COREDOC application (primarily Department of the Navy) can be imported into the PPI COREDOC application for use.

Importing PC Core Documents

There are five basic steps involved in the process of importing PC Core Documents to the OSE version of CDWRITER:

- Export as ASCII file from PC CDWRITER (Named according to naming conventions.)
- Import of the ASCII files to intermediate Oracle database tables.
- Import of the CD into CoreDoc (OSE)

STEPS INVOLVED IN IMPORTING PC CORE DOCUMENTS:

1) Exporting Core Documents:

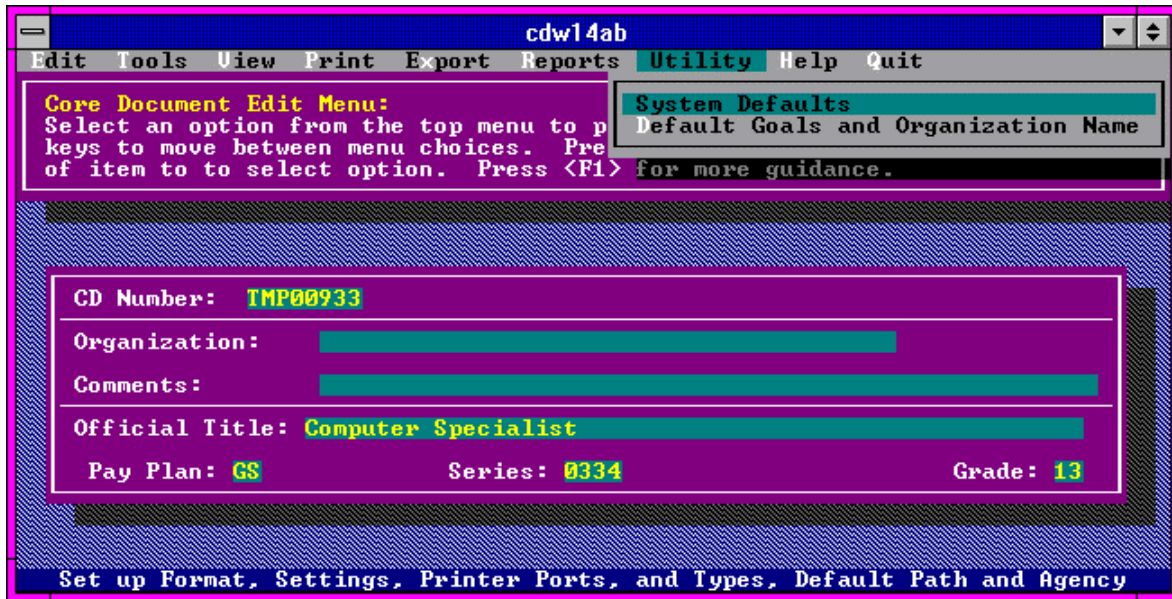Start CD Writer in DOS version. Select **Utilities** --> **System Defaults** to make sure your defaults are set right.

Figure 1

Go to the item '**Export to**' and select '**ASCII**'. Set the default path to where you want to export the selected CDs.

Figure 2

Select the CD which has to be exported from the main screen by going to **File** --> **Export CD** --> **Default Directory** or you can open a CD and then export it after viewing it as shown below.
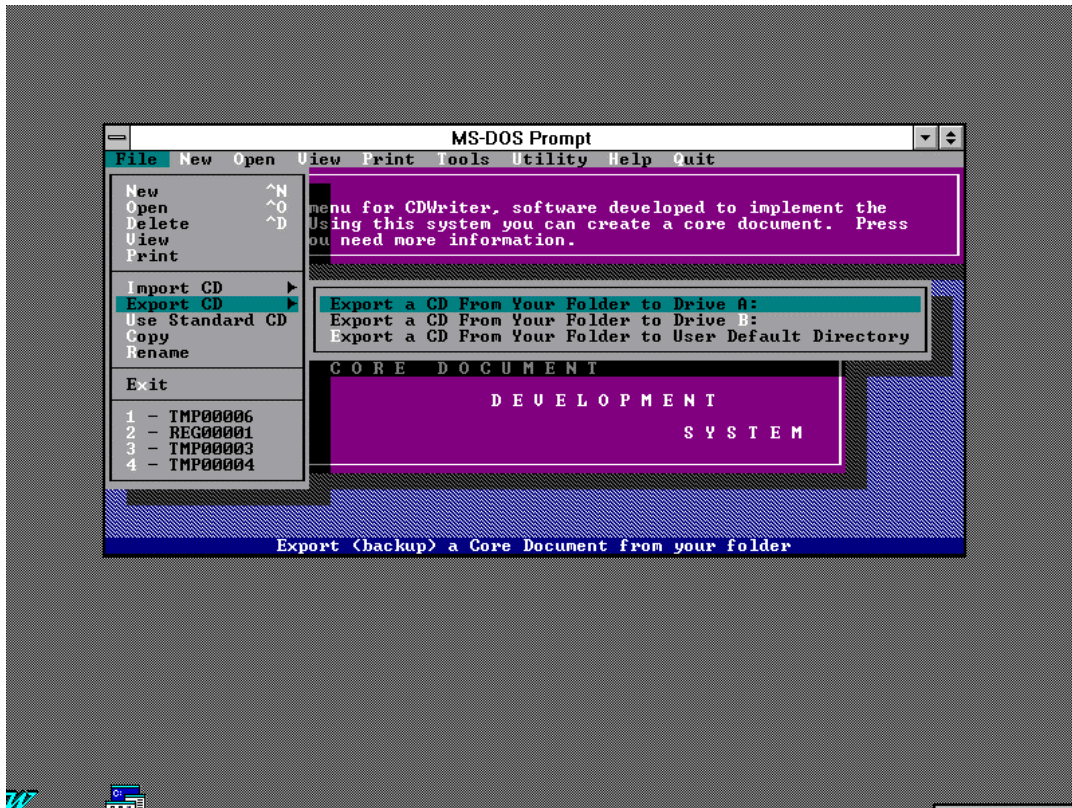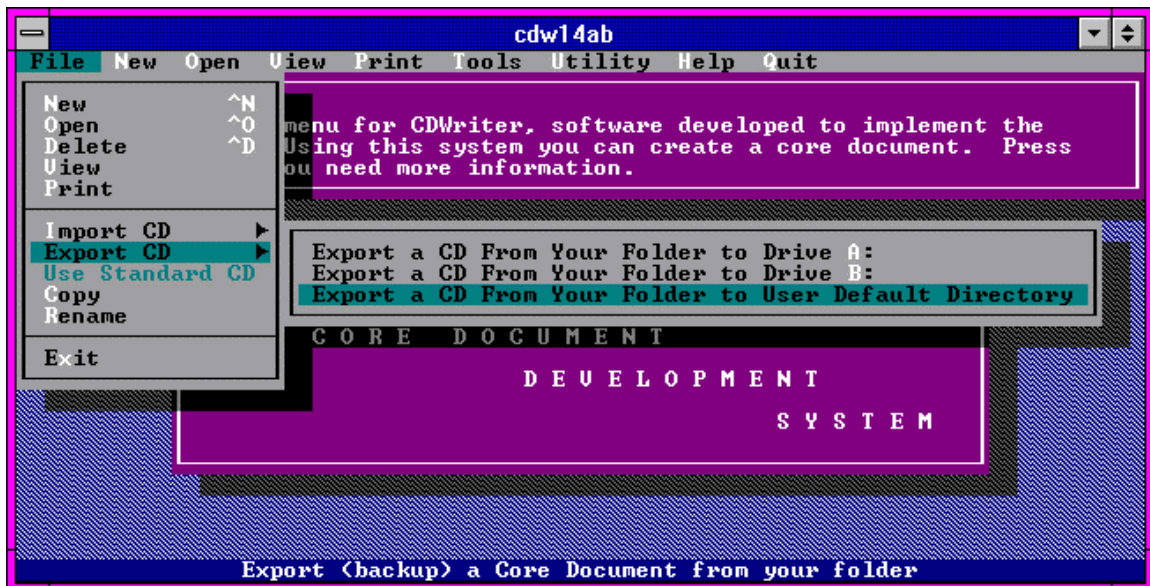
Figure 3

Figure 4

You can export a CD even from the main menu (Core Document Edit Menu) after selecting, viewing, editing etc. Select Export on this screen shown below.

Figure 5

Type in the file name according to the following naming conventions.
As shown in Fig 6.

Standard Core Documents

If you are exporting a Standard Core Document, the first letter will always be **"S",** followed by the 2-character **Agency Code** that the CD was created for, and followed by any 5 additional letters/numbers to make the name unique. Example, if the Standard CD was created for the Air Force, the name of the Export file would be:

SDD00001

Regular Core Documents

If you are exporting a Regular Core Document, the first letter will always be **"R",** followed by the 2-character **Agency Code** that the CD was created for, and followed by any 5 additional letters/numbers to make the name unique. Example, if the Regular CD was created for the Air Force, the name of the Export file would be:

RDD00001

Screenshot 1 (MS-DOS Prompt)

```
MS-DOS Prompt

Main Menu:
This is the main menu for CDWriter, software developed to implement the
COREDOC system.  Using this system you can create a core document.  Press
the <F1> key if you need more information.
                        Export a CD File
   Path: A:\

   RDD00005

   Please name your file, name can be up to 8 characters long.
   Include the complete path if it is different from the path shown
   above.  Don't use puctuation marks in the file name.  The
   extention .cdw will automatically be added.
```

F

The rest of the screens shown below are self-expl

Select the CD you want to export.

Screenshot 2 (MS-DOS Prompt)

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MS-DOS Prompt

Main Menu:
This is the main menu for CDWriter, software developed to imp
COREDOC system.  Using this system you can create a core docu
the <F1> key if you need more information.
                        Export a CD File
   Path: A:\

   RDD00005

   Please name your file, name can be up to 8 characters
   Include the complete path if it is different from the
   above.  Don't use puctuation marks in the file name.
   extention .cdw will automatically be added.
```

```
┌─────────────────────────────────────── cdw14ab ──────────────────────────────┬─┬─┐
│ ─                                                                             │▼│▲│
│  ┌─────────────────────────────────────────────────────────────────────────┐ │
│  │ Main Menu:                                                                │ │
│  │ This is the main menu for CDWriter, software developed to implement the   │ │
│  │ CORED┌──────────────────────── Search for: ─────────────────────────┐ ss  │ │
│  │ the < │ █                                                            │     │ │
│  │       │                   Standard CDs                              │     │ │
│  │       │ CD #   │ Position                              │ Prior #/Na │▲    │ │
│  │       │────────┼───────────────────────────────────────┼────────────│◆    │ │
│  │       │TMP00001│ GS-0028-12 Environmental Protection Speci│          │    │ │
│  │       │TMP00002│ WG-7407-07 Meatcutter                 │            │    │ │
│  │       │TMP00003│ GS-0028-12 Environmental Protection Speci│          │    │ │
│  │       │TMP00004│ GS-1515-09 Operations Research Analyst │            │    │ │
│  │       │TMP00925│ GS-0085-06 Security Guard             │            │    │ │
│  │       │TMP00926│ GS-0334-13 Computer Specialist        │            │    │ │
│  │       │TMP00927│ GS-0318-08 Secretary (Office Automation)│          │    │ │
│  │       │TMP00929│ GS-0318-08 Secretary (Office Automation)│          │    │ │
│  │       │TMP00930│ WG-4206-09 Plumber                    │            │    │ │
│  │       │TMP00931│ GS-0083-07 Police Officer             │            │    │ │
│  │       │TMP00932│ GS-0203-04 Personnel Clerk            │            │    │ │
│  │       │TMP00933│ GS-0334-13 Computer Specialist        │            │    │ │
│  │       │TMP01051│ WG-3703-10 Welder                     │ NAVy       │▼    │ │
│  │       └─────────────────────────────────────────────────────────────┘     │ │
│  └─────────────────────────────────────────────────────────────────────────┘ │
└───────────────────────────────────────────────────────────────────────────────┘
```

Figure 7

This is the final confirmation of the CD, which has been exported. Press any key to continue.

```
┌─────────────────────────────────────── cdw14ab ──────────────────────────────┬─┬─┐
│ ─                                                                             │▼│▲│
│  ┌─────────────────────────────────────────────────────────────────────────┐ │
│  │ Main Menu:                                                                │ │
│  │ This is the main menu for CDWriter, software developed to implement the   │ │
│  │ COREDOC system.  Using this system you can create a core document.  Press │ │
│  │ the <F1> key if you need more information.                                │ │
│  │      ┌───────────────────────────────────────────────────────────┐        │ │
│  │      │    Your core document has been saved for future use.       │        │ │
│  │      │                                                            │        │ │
│  │      │       The file name is : C:\ASC-IMP\TMP00926               │        │ │
│  │      │                                                            │        │ │
│  │      │  To reopen this core document, select F)ile from the Main  │        │ │
│  │      │  Menu, and use the Import Option and the name shown above.  │        │ │
│  │      │                                                            │        │ │
│  │      │  If you intend to work on a different computer when you     │        │ │
│  │      │  work on this description, make sure that the Occupation    │        │ │
│  │      │  Libraries used to create the document are on the new       │        │ │
│  │      │  computer.                                                 │        │ │
│  │      │                                                            │        │ │
│  │      │        Press any key to continue_                          │        │ │
│  │      └───────────────────────────────────────────────────────────┘        │ │
│  └─────────────────────────────────────────────────────────────────────────┘ │
└───────────────────────────────────────────────────────────────────────────────┘
```
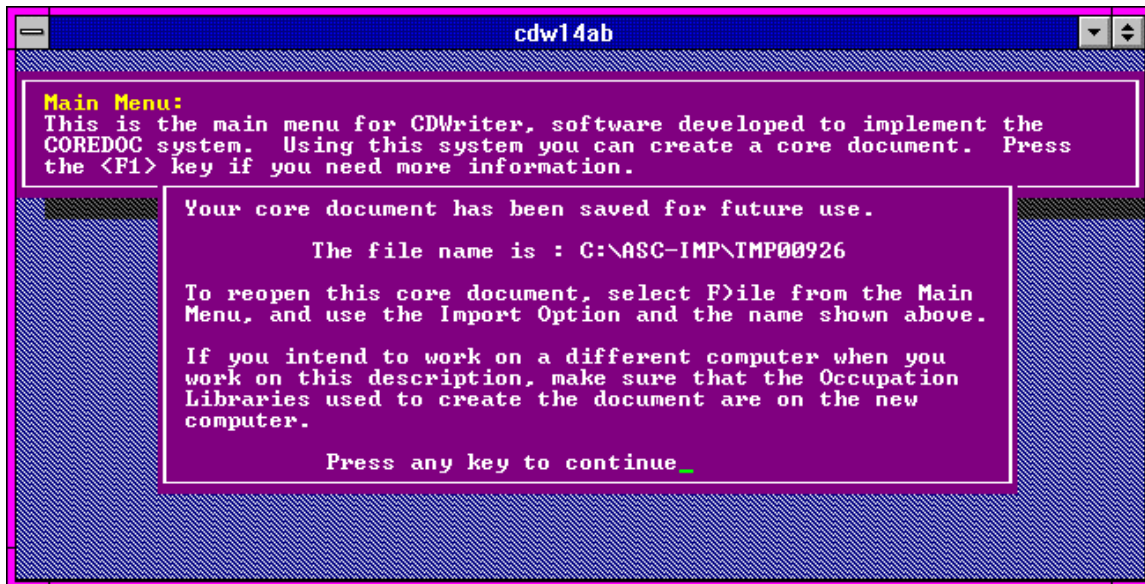
Figure 8

Open the Core Document Development System.
Login in with "System Administration" privileges and click **System Administration** under **Utilities.** (Fig 9)
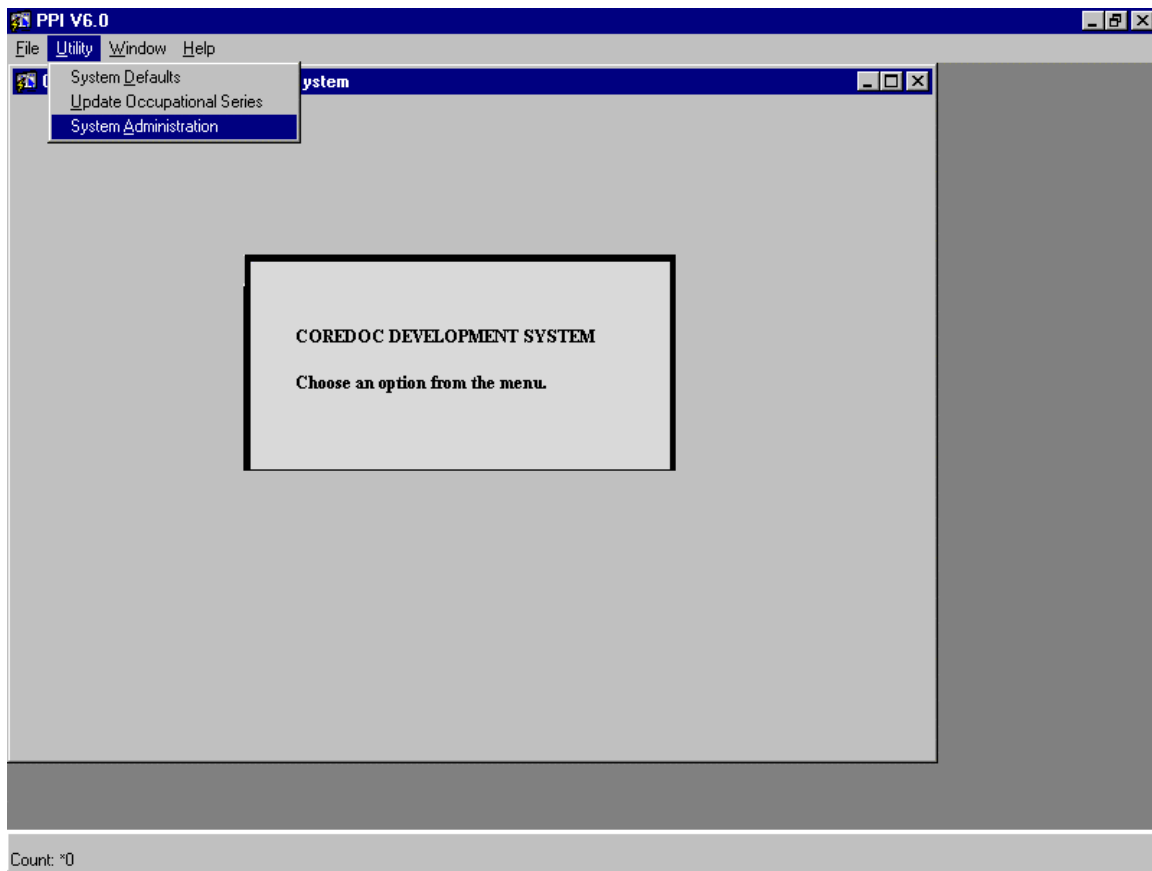

Figure 9

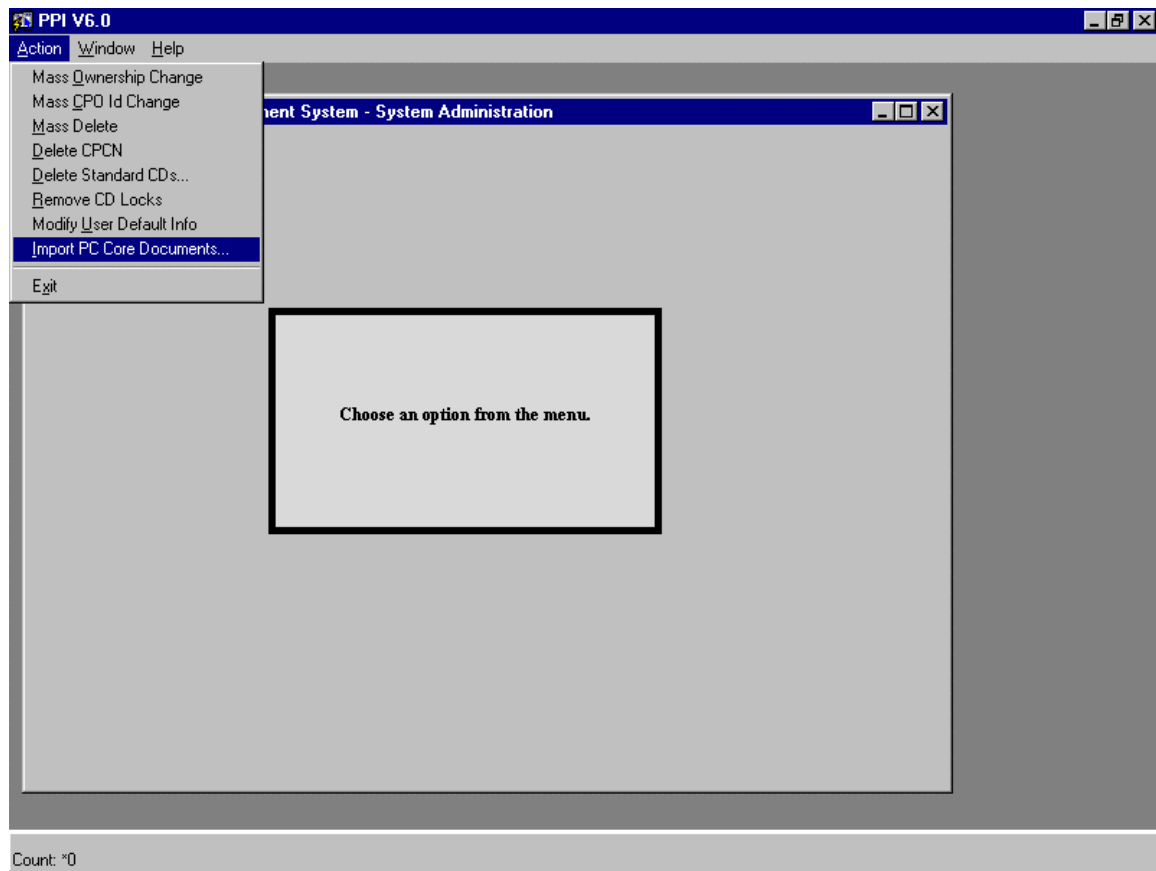Select **Import PC Core Document** under **Action** menu.(Fig 11)

Figure 11

Type in the Exported file name in the path with the extension .cdw.
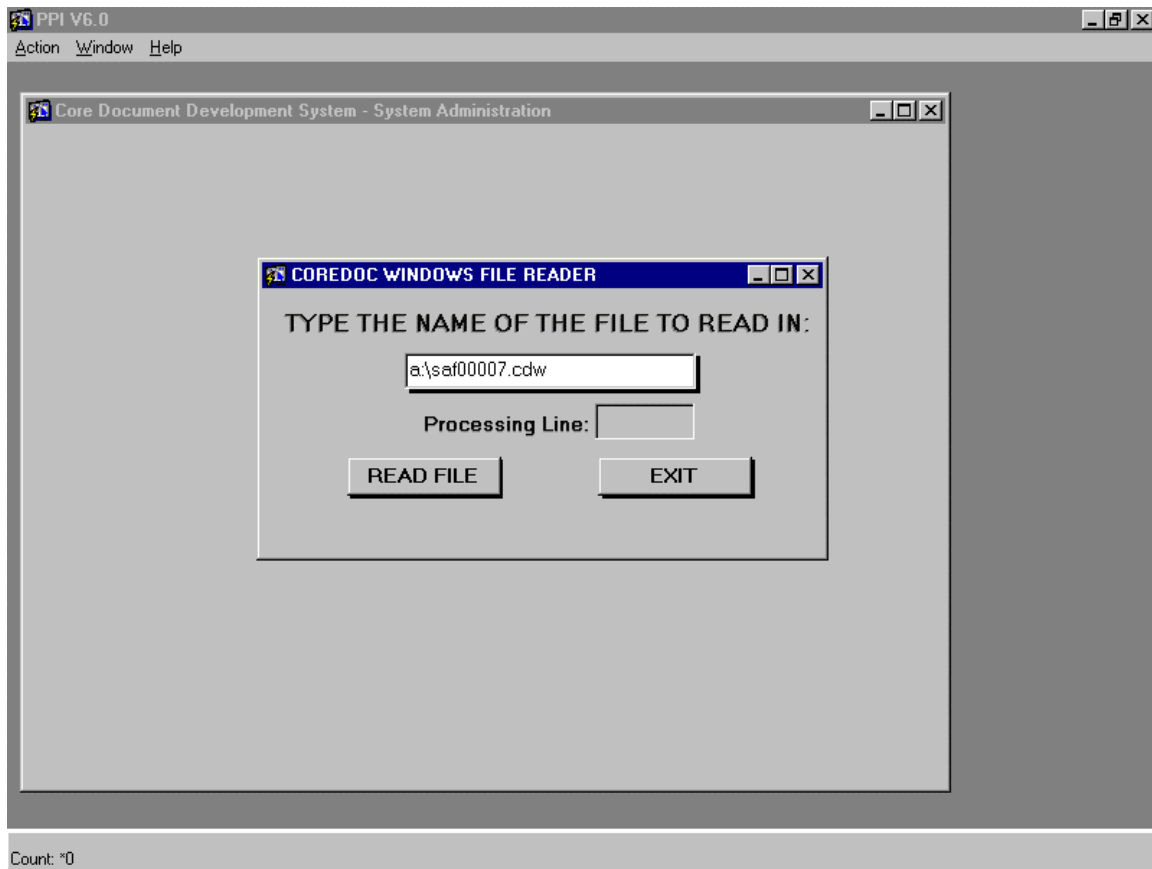Press the button READ FILE (Fig 12).

Figure 12

If the file is read in successfully you will see "Finished" on the screen.
You can read in any number of files.(Fig 13)
Press the EXIT button when you have read in all the files successfully.
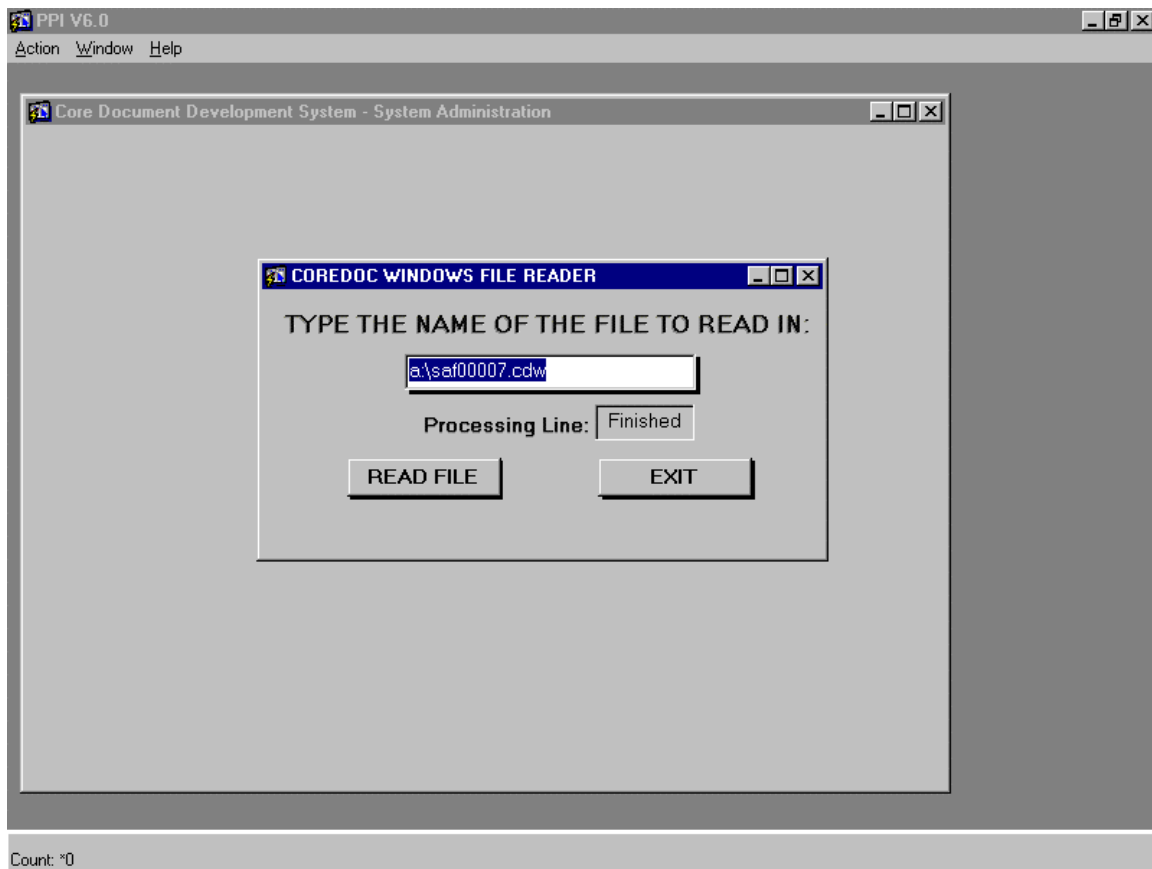
Figure 13

Figure 14 , is the screen which comes up if an error occurred reading the exported file.
You have the line number of the exporting file where it stopped reading or the error occurred.
If you press **OK** it quits the CoreDoc application.
The error occurs if you try to read the same file, which has already been loaded into CDF tables.
During such circumstance, Delete the entries in the CDF tables and repeat the process again.
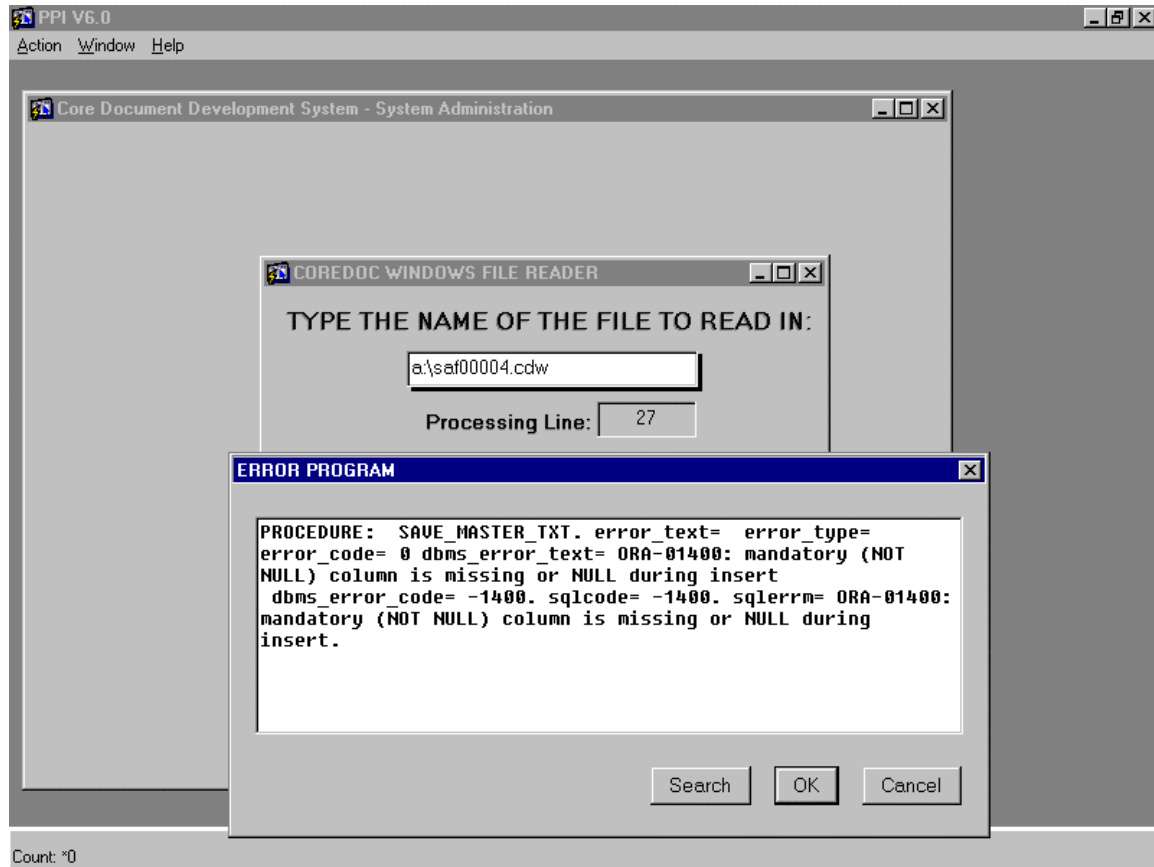
Figure 14

When you press Exit Button in Fig 13 you will get a Menu option.
Where you select,

 Action --> **Select CDs for Import** (Figure 15).

<u>Figure 15</u>

When you select either of the two options as shown in Fig 15, It gives you an option of choosing Standard or Regular CDs.

Figure 16

Select the one you want to import and you come up with the following message. In this case we have selected Regular Core Documents.
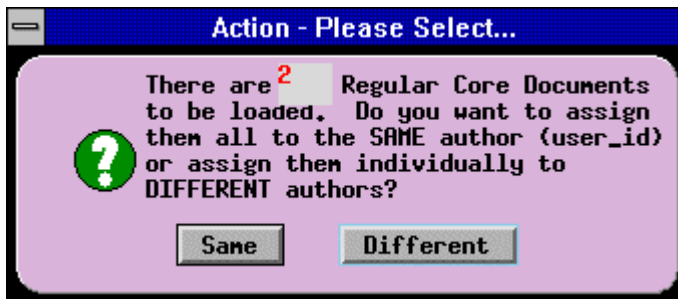
Figure 17

You can select either same or different author depending upon your necessity and functionality.
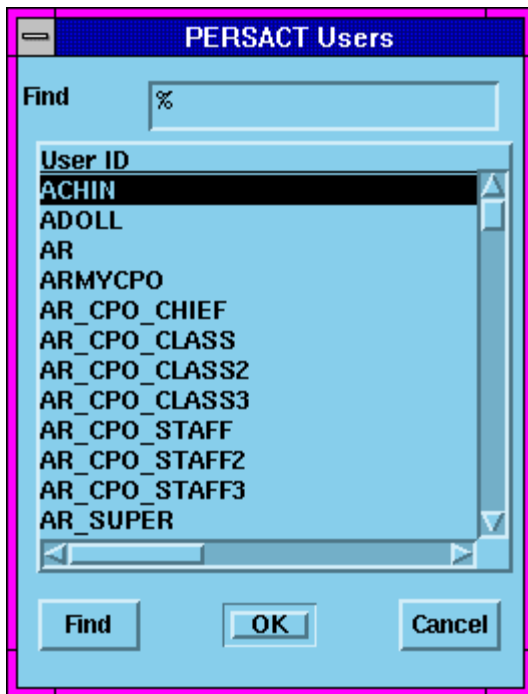If you click 'Same' button, it shows the following LOV (Fig 18).

Figure 18

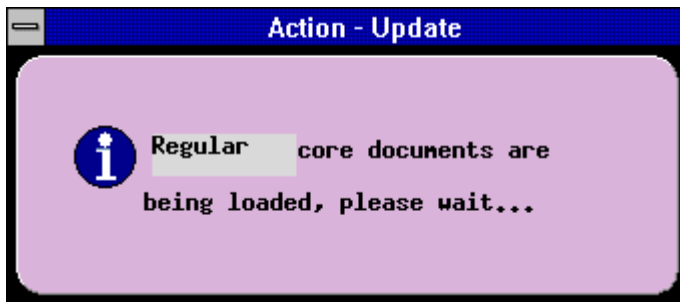Select a user-id and a message box confirms that core documents are being loaded.

Figure 19

If you click 'Different' button, you get a LOV of Regular core documents, which were exported.
After selecting any core document, You get another LOV of user-id, which you can assign them to a
particular core document.
You get a message box as in (Fig19) , which confirms core documents are being loaded.

In case of STANDARD Core Documents:
When you press 'Standard' as shown in Fig 16, You get a box which tells you how many core documents
are there to be loaded, And if you press 'OK' Button , Message box displays, stating that Standard Core
Documents are being loaded.

If you want to delete CDF entries, Select 'Delete CDF Entries' as shown in (Fig 15).
Where you can delete either Standard or Regular Core Documents from CDF tables.

After the Documents are loaded go back to Action and press 'Exit'.

3) A problem was corrected in the saving and printing of the COREDOC Coversheet.
This problem caused the Cover Sheet to be cleared out erroneously when opening a
Personnel Action Request (PAR). Also, Classifiers were unable to print the Cover Sheet.
Now, all information is stored correctly and printing is allowed.

4) The COREDOC Performance information screens for National Guard (NG), Army,
and DOD were made Y2K compliant. Information typed in the Appraisal period fields
can include year 2000 dates to include leap years.

5) Below is a chart showing some of the "hot key" (or shortcuts) that are available in the
PPI COREDOC application. These are not the same as they are for the MS-
DOS/Windows COREDOC application.

SHORT/HOT KEY FUNCTIONS FOR COREDOC

S.No.	Function	Short/Hot Key	Description Oracle (PPI Ver.)
1	Clear Form	Shift+F5	Clear highlighted block
2	Count Query Hits	Ctrl+q	Quits the application
3	Delete Backward	Backspace	Delete one character in record

4	Down	Down Arrow	Move to the next Screen/Block
5	Edit	Ctrl+e	Opens an editor dialog box
6	Exit	Alt +F4	Closes the current session
7	Left	Left Arrow	Moves one character left in a record
8	Next Block	Page Down	Move to the next block
9	Next item	Tab	Move to the next item
10	Next Record	Shift+Down Arrow	Move to next record
11	Previous Block	Page Up	Move to the previous record
12	Previous Item	Ctrl+Tab	Move to the previous item
13	Right	Right Arrow	Moves one character left
14	Help	Alt+h	Lists Help Topics